

State Workforce Planning Task Force
Meeting Minutes
March 31, 2010
10:00 AM-1:00 PM

Members Present: Janet Kelly, Department of Administration; Dick Clark, Department of Administration; Amy Sassano, Office of Budget and Program Planning; Darlene Staffeldt, Montana State Library; Tim Burton, Department of Justice; Dore Schwinden, Department of Labor and Industry; Christian Mackay, Department of Livestock; Galen Hollenbaugh, Secretary of State's Office; Mike Ferriter, Department of Corrections; Anna Whiting Sorrell, Department of Public Health and Human Services; Jennifer Cole, Office of Indian Affairs; Alan Peura, Department of Revenue

Members Absent: Jennifer Jensen, Department of Transportation; Tom Livers, Department of Environmental Quality;

Guests: Marty Roos, Jane McKinney, Rachel Weiss, Joy Conquergood, Kelly DaSilva, Loraine Wodnik, Tracy Oulman, Julie Sanders, Kathy Bramer

Department of Administration Staff Present: Paula Stoll, Peggy Davis, Joe Schopfer, Bonnie Shoemaker, John Moore, Rende Mackay

Facilitator: Chris Christensen

Minutes: Bonnie Shoemaker

Welcome: Janet Kelly called the meeting to order at 10:05 a.m., and welcomed members and guests. She turned the meeting over to Chris Christensen.

Meeting Purpose: Chris announced the purpose of this meeting was to provide background information for the task force.

Minutes: As moved by Galen Hollenbaugh, and seconded by Dick Clark, the task force unanimously approved the draft meeting minutes from February 10, 2010.

Introductions: Task force members and guests introduced themselves.

Performance Management: Focus on Organizational Success: Paula Stoll introduced speaker Joe Schopfer. Joe presented on performance management from an organizational perspective.

Public comments: No public comments

Meeting Wrap-Up: Chris Christensen summarized the results of the meeting.

- Paula Stoll proposed a brainstorming session next meeting. The group will brainstorm ideas for 3-5 achievable performance goals for the next 12-18 months, as well as a five-year plan.
- Chris asked the group if they wanted to meet earlier or stay later for the next meeting. The group agreed to meet an hour earlier, from 9:00 am – 1:00 pm.
- Chris asked the group if anyone had conflicts with the May 26 meeting date. The group agreed to review a meeting date change to May 19, and respond by email.

- Chris turned the meeting over to Janet Kelly.

Closing: Janet Kelly closed the meeting by thanking everyone for attending. The meeting was adjourned at 12:44 pm.

The next meeting of the task force will be April 28, 2010, from 9:00 a.m. to 1:00 p.m., in Room 111, DEQ Metcalf Building, 1520 E 6th Avenue, Helena, Montana.